

## **MEMP (MO) EMS Elements**

The ten basic elements of MEMP Environmental Management System are described in general terms in the following paragraphs. The MEMP Environmental Management System Standard and Review Guide (Appendix A) specifies the required characteristics of each element. While the elements are described individually, the EMS should tie the 10 elements together in a way that ensures that they function as a coordinated system, not a collection of separate and independent elements.

1.     **Environmental Policy Statement**  
The organization must have prepared a written statement of its policy regarding environmental issues, including impact on the environment, adherence to applicable statutes, regulations and permits, and commitment to continual improvement of its environmental performance through the EMS.
2.     **Environmental Impacts**  
The organization must have evaluated the actual or potential impacts on the environment from current or near future activities and conditions and must have defined procedures to direct activities relative to environmental impacts.
3.     **Legal and Other Requirements**  
The organization must have identified the legal requirements for its operations, including relevant environmental laws, regulations and permits and have a process for tracking any changes in these requirements.
4.     **Objectives and Targets**  
The organization must have established positive objectives relevant to environmental issues and impacts and to the legal and other requirements. The organization also must have established targets necessary for achieving the stated objectives. A documented procedure for review and update of objectives and targets, as well as for establishing new objectives and targets, must be in place.
5.     **Roles and Responsibilities**  
The organization must have defined those employee roles primarily responsible for implementation of the EMS and must have defined the responsibilities, accountabilities and authorities of each role in the organization that has involvement in the EMS.
6.     **Record Keeping and Reporting**  
The organization must have documented processes for the collection and documentation of information about its operating procedures related to the implementation of the EMS.
7.     **Training**  
The organization must have a process for ensuring that employees are familiar with the requirements of the EMS and have the training necessary to capably execute their roles and responsibilities.
8.     **Emergency Response**  
The organization must have documented procedures for responding to, mitigating and reviewing incidents or environmental emergencies.

9.     **Assessment**

The organization must have documented procedures and a schedule for assessments of the function and effectiveness of and conformance with the EMS, including applicable legal requirements.

10.    **Corrective Action**

The organization must have documented processes for review of assessment information, investigation of any identified nonconformance with the EMS, and action to correct or address the nonconformance.

In order for an organization to qualify as a Certified Partner in the MEMP, all requirements of the Partner classification must be met. In addition, a Certified Partner must be certified to ISO 14001 or another credible EMS standard that includes third-party certification. The department will review and verify the certification.